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05-0918-68
DTR-2583

23 December 1968

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II, #4-69
9 - 13 December 1968

Student Body

1. Twenty-one students attended the course. They ranged in grade from GS-05 through GS-12 (average, GS-09) and in length of service from a few months through nine years (average, one year). The reason for the low service average is that 76% of the group were CTs, only four of whom could be said to have significant Agency experience.

Course Curriculum

2. No changes were made in the curriculum.

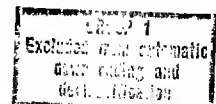
Course Conduct

3. No changes were made in the conduct of the course.

Speakers

4. This was an odd class, in that none of the regularly assigned speakers appeared. However, all who did speak had either taken part before or had monitored the regular speaker from their unit, and all did very well.

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25X1A

A. CI/ [REDACTED] Mr. [REDACTED]

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C/CI/ [REDACTED] who was indisposed. This is the second time he has spoken here. He made effective use of the "Old Wives' Tales"

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technique to illustrate important aspects of CI/ [REDACTED]

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B. Central Reference Service. Miss [REDACTED]

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appeared for Mr. [REDACTED] who had been called out of town. Miss [REDACTED] spoke at the previous CS Records II, and so was able to step in effectively at short notice.

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C. Office of Security/OSD. Mr. [REDACTED]

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speaker, brought Mr. [REDACTED] whom he wished to break in as a possible substitute or replacement. Mr. [REDACTED] who had come with Mr. [REDACTED] before, made a very good presentation. He did not simply parrot a canned presentation, but produced new and interesting material of his own. He was received with considerable interest.

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Chief Instructor's Comments

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5. This class, mingling CTs and non-CTs, was quite satisfactory. The CTs were accustomed to research, either professionally or academically, and some were able to contribute substantially to class discussions on that basis. Mr. [REDACTED] for example, drew on several years experience in the Biographics section of Central Reference and provided his classmates with specific details on how to make the best use of those holdings. The non-CTs were, in general, too few to make substantial effect on the rest of the class, but in some instances they were able to draw on their own experience of "things as they are" and give valuable balance to the class discussions. This was particularly true when the class was broken into small groups for specific study of parts of the practical exercise.

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Attachments

A. Course Schedule

B. Student Roster

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Distribution

Original - DTR

- 1 - DDP/TRO
- 1 - CI/TRCO
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ORIGINAL DOCUMENT MISSING PAGE(S):

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